Parentally Placed Private School Students (PPPS) Data Collection

In accordance, within the federal law of the IDEA Act, each school district must maintain in its records, and provide to the State, the following information related to parentally-placed private school children covered under 34 CFR 300.130 through 300.144:

- The number of children evaluated;
- The number of children determined to be children with disabilities; and
- The number of children served.

Required Uses of Data:

- Federal Child Count reporting and
- Flow-through fund proportionate share calculation

In prior years this data collection was done separately from the district's child count data submission. For December 2015 we have incorporated it into our new data collection program. So, how does a district go about submitting this information if your district has an accredited private school(s) operating within your school district boundaries? First of all, if your district is required to submit this information on the blue menu bar on the left-hand side of the data collection program the district will have menu items of; PPPS Students and PPPS Sign off. Only those districts required to submit PPPS student data will have these menu options.

If identified as a district required to submit PPPS data;

1) The district must submit and signoff on their child count data before beginning the process of reporting PPPS student data.
2) Click on "PPPS Students"
3) If there are no students to report, click the radio button for "No", click on Save and proceed to PPPS Sign off menu option
4) If there are students to report, click the radio button for "Yes", then click on Save
5) There are two options to report students:
    - Upload a data file
        i. File must be either a .csv or .xlxs
        ii. File must include a header row
        iii. Data must include:
            1. District Number (example 49005)
            2. Student State ID # (9 or 10 digits)
            3. Birth Date (mm/dd/yyyy)
            4. Services Provided (Y or N) <mark>Please use Y or N, do not use Yes or No</mark>.
    - Enter Student Data
        i. Click on "Add" button
        ii. Services Provided by Public District? Yes or No
        iii. If yes or no, enter student's state ID number
        iv. If the student is provided services by the district his/her information should be included in child count and therefore the student's name and date of birth will be automatically added, click on "Insert"

     v. If the student is NOT provided services by the district his/her name will not be included in the child count data and therefore both the ID and date of birth will need to be entered, click on "Insert"

6) After clicking on "Insert" the program will bring up the current list of students entered and you may either add another student or if the list is complete, click on the Menu Option "PPPS Sign off", fill in the required information and click on "Submit". A print option is also available for your district records. Do not print before signing off on the PPPS submission.

HELPFUL HINTS TO SUBMITTING PPPS DATA:

1) If uploading a data file and using an Excel (.xlxs) format – you must remember the sheet name when ready to upload (example, Sheet1).
2) If a district uploads and then needs to add another student, you may click on Enter and add the student to the current list or re-upload a new file. Remember if you upload again ALL previously entered information will be wiped out when the new upload is completed.
3) For those students that are served in the district the Child Count List will include a column "PPPS" with a Y.
4) **IMPORTANT:** If a district must re-submit their child count data file – the district will also be required to re-submit their PPPS data too. Programming is dependent upon the child count to be submitted first and then the PPPS data.